



LOUISIANA PUBLIC DEFENDER BOARD MEMO

To: The Board
From: Jean M. Faria
Re: Report of the State Public Defender
Date: May 17, 2010

BUDGET

Supplemental Distribution to Districts

We have been advised by the State Office of Planning and Budget that there will be no further reductions to our budget for the remainder of this fiscal year. We have a pending BA-7 (Budget Adjustment) to be heard by the Joint Legislative Committee on the Budget on May 19, 2010 to receive the \$154,175 from the Department of Social Services for reimbursement of Parent Representation funding (which has been delayed since January). Last month, we used Public Defender Fund monies to pay the districts for this expense. If the BA-7 passes, we will have an additional \$154,175 for distribution before June 30, 2010.

In the Board packet, our projection shows that we have \$93,782 in undistributed funds, plus another \$1,219,897 undistributed in Other Charges. After reductions for other uses were made from the Other Charges, there is \$1,043,547 available now for distribution.

The Budget Committee approved a distribution which provides additional funding to seven (7) districts which have less than twelve months of reserves. The Board will be asked to vote on approval of the payment to those seven (7) districts. A spreadsheet has been provided in the Board packet for review and approval.

Planning for FY 11 District Assistance Funding

We have developed a proposed plan for distributing the anticipated supplemental \$6.6 million included in our FY 11 budget. This \$6.6 million is in addition to the \$12.6 million available for the regular District Assistance Fund (DAF) distribution. The request for these supplemental funds was supported by the Commissioner due, in large part, to LPDB's need to address pending or threatened lawsuits in the 14th, 15th and 41st districts.

The proposed plan employs the following formula:

1. Determine the total amount of the DAF July regular distribution that the 14th, 15th, and 41st districts would have received based on the original DAF formula (an estimated \$2 million);
2. The estimated \$2 million is disbursed from the \$6.6 million rather than from the regular \$12.6 million DAF monies, freeing up \$2 million of the \$12.6 million for distribution to the remaining 39 districts.

The Budget Committee approved the proposed plan to provide the \$2 million to the 39 remaining districts in a single distribution in July, 2010 distribution, rather than dividing it between the July and January disbursements in this fiscal year.

In the event that we are given the additional \$6.6 million by the Legislature, the Board is being asked to approve this method for the distribution of the supplemental funds in FY 11.

Fiscal Note- Division of District 16

Since the last Board meeting, staff has been asked by the Legislative Auditor to prepare a fiscal note on the financial effect of Senate Bill 645 (authored by Senator Troy Hebert) to the Public Defender Board, if passed. This Bill would divide the 16th JDC into three districts, two of which would be new. The 16th JDC would be comprised of Iberia Parish. St. Martin Parish would exist as the Forty-third JDC and St. Mary would be the Forty-fourth JDC. This bill would go into effect on January 1, 2015. Our fiscal note response requires an additional 11 full-time-equivalent attorneys (two of them District Defenders) to be divided between the new 43rd and 44th Districts. Salary and Related Benefits were computed at a full year cost of \$904,822. The 16th JDC Public Defender already has three offices in place, one in each parish. Staff will monitor the outcome of this bill in the Legislature.

Budget Cut from the Public Defender Fund (V31)

Staff has been advised that \$1,202,392 is being removed from our fund at the Treasurer's Office to cover a portion of the state budget shortfall this fiscal year. These funds were never appropriated to our budget and consist of interest earnings from the beginning of each fiscal year on our annual appropriations from the State General Fund. This amount has grown from July 1, 2007 to present. We understand that many other State agencies had their unappropriated funds taken to help defray the State's FY 2010 budget shortfall.

Overhead

The Budget Committee is still reviewing some options and obtaining additional documentation and has requested an additional month in which to make its recommendations to the Board.

Contracts

To date none of the contract programs' contracts have been finalized. Several programs are asking for increases. All draft contracts and contract amounts will be presented to the Board at the June 2010 meeting.

CAPITAL DIVISION

In addition to reviewing and monitoring expert witness funding requests, meeting concerning capital conflict panels contracts, and working with the Training Director in soliciting attendees for the upcoming capital training, the Capital Division has continued to disseminate information concerning the opening for a Capital Case Coordinator. So far, very few applications have been submitted.

COMPLIANCE DIVISION

Trial Compliance Officer John Di Giulio monitored and appeared when necessary before legislative committees; attended numerous meetings with staff and District Defenders concerning contracts between the Board and District Defenders; continued working on performance assessment protocols and instrument; and, attended Budget Committee meetings for discussion of overhead and salary issues. Mr. Di Giulio also attended the LSBA Criminal Justice Summit and participated as a panel member. Regular weekly and monthly events included participating in phone conferences with Orleans defenders in order to assist in current and on-going issues and the May meeting of the Assistant Defender Advisory Committee, to promote input and cooperation with line defenders.

INFORMATION TECHNOLOGY & MANAGEMENT DIVISION

Pursuant to the terms of the federal grant for technology, Dr. Stilling and I are scheduled to review the database/case management system of the Knoxville, Tennessee, the Durham, North Carolina, and Columbia, South Carolina statewide systems from May 19 - 21, 2010.

Working with input from both the Assistant Defender and the District Defender Advisory Councils, and ITM specialists with New Orleans Public Defender Office, Dr. Stilling and General Counsel Roger Harris put together the Invitation to Bid for the new database/case management system. The final document has been sent to the Division of Administration, Office of Information Technology for approval and submission to the Office of State Purchasing, where it will be presented to a procurement support team before being released to the public for bidding.

Emergency email and telephone communication links for the COOP plan were tested in anticipation of the 2010 Hurricane Season. Also, new online-meeting and desktop-sharing software was identified, tested and procured which also incorporates full-motion videoconferencing functionality.

Regarding Information Management, Dr. Stilling and the Office of Information Technology and Management (ITM) staff also produced a number of analyses for the Budget and Policy Committees regarding *Line Attorney Personnel Costs per Case by District* based on data reported by the District Defenders. They also developed a proposal on *Salary Ranges for District Defenders* which correlates well with State Civil Service attorney salary ranges.

Additional analyses were conducted which identify factors distinguishing full-time administrative District Defenders from those who personally handle cases while supervising line attorneys.

Dr. Stilling also produced a study of *Costs of Office Space in Relation to Caseloads*. The study differentiated district defender offices which handle only public cases as opposed to smaller district offices which handle public defense cases and private cases but are housed in the District Defenders' private offices.

Finally, Dr. Stilling produced the previously discussed proposed method of fairly distributing the anticipated \$6,600,000 additional DAF funding.

JUVENILE DIVISION

Since the April 19, 2010 Board meeting, Juvenile Division staff has been available to members of the Louisiana Legislature to answer questions about bills that have been filed dealing with the presumption of indigence for juveniles, juvenile confessions, the use of mental health information in juvenile adjudications, and other juvenile law issues. Staff has met with members of the House and Senate to provide information as requested. Juvenile staff attended the Senate Judiciary C Committee hearing on April 27 and was available to provide information to the Committee on SB 736. Juvenile staff also attended the House Committee on Administration of Criminal Justice hearings on May 6 and May 12, where they were available to provide information to the Committee on HB 663. Staff also attended the Senate Judiciary B Committee hearing on May 11, 2010. Juvenile staff members are monitoring bills that deal with juvenile law on an ongoing basis.

Staff participated in a site visit to the 4th JDC on April 28, 2010. Juvenile staff gave a presentation at the LSBA Criminal Justice Summit on May 10, 2010. Staff also participated in the following: Internship interviews at Tulane University Law School and Loyola University New Orleans College of Law and the Juvenile Justice Project of Louisiana Youth Justice Table on April 20; Legislative Task Force for Representation of Children in Child in Need of Care (CINC) Cases on April 21; ABA Juvenile Justice Committee (Collateral Consequences Subcommittee) and the National Juvenile Defender Center meetings on April 26, MacArthur Foundation meeting on April 28; the LSBA Law Day on May 3, Internship interviews for Southern University Law Center and LSU Paul M. Hebert Law Center on May 5, 6, and 7; and, the District Defenders Advisory Council Meeting on May 6, 2010.

Juvenile staff members drafted *Trial Court Performance Standards For Attorneys Representing Parents in Child in Need of Care and Termination of Parental Rights Cases* for the Board's consideration. The Standards incorporate recommendations from the Juvenile Defender Advisory Committee. Staff has also requested feedback from the Juvenile Judges' Association and selected members of the Task Force for Representation of Children in Child in Need of Care Cases.

As advocates for strong representation for children, staff submitted the interim Juvenile Indigent Defense Action Network (JIDAN) Report to the NJDC on April 30, 2010. The Report updated the NJDC on progress made on several Juvenile Division goals, including legislation and Performance Standards. Staff have distributed the Delinquency Case Performance Standards to members of the Juvenile Defender Advisory Committee (JDAC) for consideration at its next meeting on May 21, 2010. Offers have been made to the eight students who will work as interns at Juvenile Regional Services in New Orleans, the 34th, 41st and 19th JDCs, and the Juvenile Defender Office at the East Baton Rouge Juvenile Court. Staff has also been invited by the ABA Juvenile Justice Committee to participate in a project to publish collateral consequences for juvenile adjudications by drafting and editing the Louisiana chapter.

SPECIAL PROJECTS

The Special Projects Advisor has continued work on a number of ongoing projects, including: coordinating the Assistant Defender Advisory Council (ADAC), launching and continually updating the LPDB website www.lpdb.la.gov, publishing the bi-monthly LPDB e-newsletter, working with the Defender Services Programs in Orleans and Plaquemines, developing the Southeast Louisiana Regional Juvenile Training (in Houma, LA in July 2010), fulfilling the

requirements of the Capital Case Litigation Initiative, creating media materials, integrating the LPDB staff and board work plans into a strategic plan, moderating the juvenile and investigator listservs, and coordinating the 2010 LPDB Internship Program.

Our new website launched May 10, 2010. Staff has received numerous compliments on the site and its functionality. Kudos to Special Projects Advisor, Heather Hall, and Baby Mogul, the web designer, for a spectacular site.

TRAINING

Interviews for positions with the LPDB Internship Program 2010 were conducted and two students from each of Louisiana's four law schools have accepted offers. The Training Division will manage the Internship Program, with assistance from the Juvenile Division. A Program Description is included in the materials.

The Training Division hosted a workshop on *Litigating Mental Retardation and Fetal Alcohol Spectrum Disorders* on April 22-23, 2010 in Baton Rouge. Also on May 1, 2010, a one-day leadership training was held for the Capital Post-Conviction Project of Louisiana (CPCPL) office in New Orleans.

LPDB received only one bid for the venue of the Capital Defender Training scheduled for June 24-26, 2010 in New Orleans. The Chateau Bourbon Hotel was the only bid and has agreed to provide the facility, rooms, and amenities at the required state rate. The agenda and details for this training, provided with the CCLI grant from the Bureau of Justice Assistance, are in the process of being finalized. The second Capital Defender Training will be held March 24-26, 2011 in Shreveport. Also, the Crowne Plaza Hotel in Lafayette received the bid and will be the venue for the Capital Certification Seminar set for October 21-22, 2010. The Capital Certification Seminar is being co-sponsored by the LPDB, the Louisiana Association of Criminal Defense Lawyers, and the Louisiana Public Defenders Association.

An Investigator Workshop is scheduled for July 19-20, 2010 in Marksville for investigators who provide services to public defenders. The agenda will cover such topics as client and witness interviews, field investigative techniques, and teamwork. A request to provide continuing education credit to participants licensed by the State Board of Private Investigator Examiners is pending.

Registration for the Defender Training Institute, LPDB's new public defender training, has opened for the September 2010 class. A Program Description is included in the materials. The Defender Training Institute 2010 will begin on Sunday afternoon, September 12, 2010 and conclude at noon on Saturday, September 18, 2010. Faculty includes experienced Louisiana criminal defense attorneys as well as public defender trainers from across the country.

A Daubert Workshop is being planned for November 18-19, 2010 in Alexandria. Faculty for the Workshop will include attorneys experienced in Daubert litigation as well as forensic scientists and other relevant experts. Details will be available soon for this training.

In connection with the Director of Juvenile Defender Services, a series of juvenile skills workshops are being developed. The Training Division is also creating a series for public defenders on the Trial Court Performance Standards to be conducted Fall 2010 and Spring 2011.

The Training Division is creating a Training Library, to be housed at the LPDB office, consisting of materials distributed at trainings. The Library will be made available to public defenders. Sufficient personnel permitting, the Training Division plans to begin video recording trainings and will include the video recordings in the library for later reference by public defenders.

STAFF UPDATE

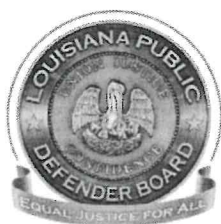
Executive Staff met with Dainna Tully with the Parochial Employees Retirement System (PERS) as a starting point in researching available plans for the District Defenders. Budget Officer Marianne Buchanan is gathering information regarding each eligible parish and trainings will be scheduled with PERS and interested District Defenders.

Staff and current and former LPDB members participated in the Louisiana State Bar Association Right to Counsel Committee's Criminal Justice Summit, held on May 10, 2010. Members from LSBA leadership, President Kim Boyle and incoming President Michael Patterson as well as members of the Board of Governors along with appellate judges Milton Moore and Ricky Wicker were in attendance. Secretary of Corrections, Jimmy LeBlanc, Legal Counsel, Billy Kline, Deputy Secretary Mary Livers with the Office of Juvenile Justice, Pete Adams with LDAA, District Attorneys Ricky Babin and Hillar Moore, Sheriff Marlin Gusman, Judges from the Orleans Criminal District Court bench, members of the Sentencing Commission and LPDB staff were among the attendees.

It was the first time members of all the criminal justice systems came together in a collaborative discussion to identify problems and to suggest solutions to those problems. Many thanks to the LSBA leadership for hosting this first conversation on criminal justice.

AWARDS

The Pugh Foundation of the Paul M. Hebert Law Center at Louisiana State University will be sponsoring a two day symposium on Access to Justice issues the first week of March, 2011. The symposium will include both civil and criminal aspects of representation in underserved legal communities in Louisiana and will feature both local and national speakers. The event is being organized by Natasha George, a rising L-3 LSU Law student, and the Honorable Ginger Berrigan, federal district judge for the Eastern District of Louisiana. You will recall from last month's SPD report that Natasha is a researcher working with me for the summer. Congratulations Natasha. More details will follow in the coming months.



LOUISIANA PUBLIC DEFENDER BOARD

UPCOMING LPDB TRAININGS

INVESTIGATORS WORKSHOP

July 19-20, 2010
Marksville, LA

DEFENDER TRAINING INSTITUTE

September 12-18, 2010
Baton Rouge, LA

CAPITAL CERTIFICATION SEMINAR

October 21-22, 2010
Lafayette, LA

DAUBERT WORKSHOP

November 18-19, 2010
Alexandria, LA

VOIR DIRE ACADEMY

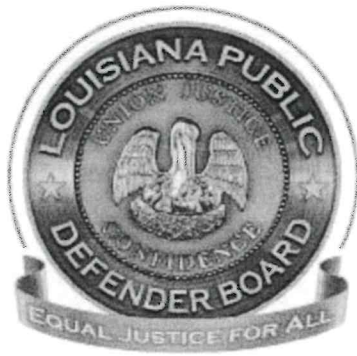
January, 2011
Location and exact dates TBA

JUVENILE DEFENDER WORKSHOP

January, 2011
Location and exact dates TBA

For questions,
please contact
Julie H. Kilborn,
Director of Training,
at 225-219-9305 or
jkilborn@lpdb.la.gov

Presented by:
Louisiana Public Defender Board
500 Laurel Street, Suite 530
Baton Rouge, LA 70801
Phone: (225) 219-9305



LOUISIANA PUBLIC DEFENDER BOARD

Defender Training Institute • New Defender Training Program Description •

MAY 6, 2010

The LPDB is establishing the Defender Training Institute (DTI), an annual training program for new public defenders pursuant to La. R.S. 15:153. This program will introduce nationally recognized best trial practices and defense principles to new defenders, including newly licensed attorneys and seasoned attorneys new to public defender work. Training will be for all new public defenders, including those employed by or contracting with a district defender office, full-time and/or part-time.

Through this program, all new public defenders will participate in a series of intensive trial skills trainings that are designed to develop defenders' advocacy skills, expand the defenders' knowledge, skill, and understanding of legal principles and best trial practices, provide tools to strengthen the relationship between the client and the defender, establish effective communication skills, and increase the defenders' understanding and value of client-centered representation. The program will also provide a system for mentoring new public defenders as well as development of a foundation for statewide defender networking. The objective of this training program is to provide the highest quality public defender training in formats consistent with accepted principles of adult learning for all attorneys representing indigent clients.

Part I of this program description provides the three training events that will be provided annually and that will constitute the Defender Training Institute new defender program. Part II discusses the secondary benefits of the program, namely, systems for mentoring and networking. Part III establishes the procedure for defender registration in the training program.

I. Program Description

A. DTI Introductory Workshop

The DTI Introductory Workshop will be provided annually in late March or early April for attorneys who join a public defender office in mid-year. This 3-day course will provide instruction on basic public defender duties, ethical responsibilities, procedural and substantive issues and trial preparation skills. This mid-year workshop is provided pursuant to La. R.S. 15:153(B)(3) which requires that educational programs be provided to attorneys "prior to providing public defender services." Attorneys who complete the DTI Introductory Workshop will still be required to attend DTI the following September.

The first DTI Introductory Workshop will be held in April 2011.

B. DTI

The Defender Training Institute is a 7-day intensive trial skills training for entry-level public defenders. This course will provide instruction and skills work on core trial skills, including introduction to principles such as theories and themes; persuasive storytelling; effective jury selection; opening statements and closing arguments; cross examinations, including impeachment; direct examinations; evidentiary issues; and sentencing advocacy. The course will be based on the principles of high-quality defender services and client-centered representation. Additional topics covered include the importance of investigation, recognizing mental illness and cognitive limitations with clients and witnesses, and understanding collateral consequences of convictions.

The first DTI is scheduled for September 12-18, 2010. The Institute will begin on a Sunday afternoon and conclude at noon with graduation on the following Saturday.

Faculty for the DTI will include experienced Louisiana criminal defense attorneys as well as nationally-recognized public defender trainers.

Each DTI student will work each day on a single case. Students are encouraged to bring a felony case from his or her district to work throughout the week. Students who are unable to bring a real, pending case will be provided with mock fact patterns.

C. DTI Annual Conference

The DTI Annual Conference will be held every August, beginning in August 2011. This two day conference will be a workshop for graduates of all previous years of the Defender Training Institute. The Conference will provide additional instruction and skills work at various levels for public defenders as they advance in their experience.

II. Secondary Benefits

The new defender training program will establish a mentoring system for new defenders, pairing new defenders with faculty members. Following DTI graduation, each graduate and participating faculty member will be notified of their mentor/mentee pairings. Through this pairing, the graduates will have access to a faculty member mentor when they stumble upon issues and/or celebrate successes in their practice.

Likewise, the DTI provides an opportunity for new defenders from all corners of the state to meet and get to know each other. The creation of a statewide defender network will improve communications among defenders and districts and promote the creation of a uniform system of delivery of public defender services.

III. Registration Procedure

To most efficiently and effectively accommodate the training needs of the various districts throughout the year, a form has been developed (attached) for defender registration to the Defender Training Institute and the DTI Introductory Workshop.

For each annual Defender Training Institute, registration will open first for new attorneys who have graduated law school or been admitted to practice law in Louisiana in that calendar year and who have accepted employment or a contract as a public defender. For example, registration for DTI 2010 will open first to 2010 law school graduates and those attorneys who were admitted to practice law in Louisiana in 2010 and who have accepted employment or contracted with a public defender office. The second group to be eligible for registration to DTI will be public defenders who have been in their position as such for a year or less. The Training Director will determine when registration will open for the second group, depending on capacity and number of registrations by the first group.

Immediately following the fall Defender Training Institute, registration will open for the DTI Introductory Workshop to be held the following spring. Registration to the DTI Introductory Workshop will be limited to new attorneys who have graduated law school or been admitted to practice law in Louisiana since the preceding DTI and who have accepted employment or a contract as a public defender.

Details for registration for the DTI Annual Conference are still being developed.



LOUISIANA PUBLIC DEFENDER BOARD

Investigator Workshop

When:

July 19-20, 2010

Where:

Paragon Casino Resort
711 Paragon Place
Marksville, LA

July 19, 2010

8:30 - 9:00 AM:

Registration

9:00 - 9:15 AM:

Welcoming remarks • Julie Kilborn

9:15 - 10:15 AM:

Witness Locating and Interviewing • Kevin McClain

The 3 types of witnesses, negative and positive statements, avoiding pitfalls and breaking down the interview to get the best result

10:15 - 10:30 AM:

Break

10:30 - 11:30 AM

Client Interviews • Cormac Boyle, Kevin McClain

Breaking down barriers, building trust, connecting the client and the attorney

11:30 - 1:00 PM:

Lunch - On your own

1:00 - 2:00 PM:

Finding the Hidden Information • Jen Vitry, Aaron Walker

Where to look, from DOC and police records, to cell towers and social networks

2:00 - 2:15 PM:

Break

2:15 - 3:30 PM:

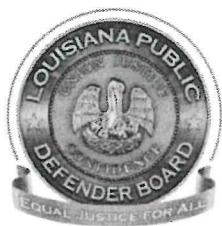
Timelines and Frame by Frame Analyses • Kevin McClain

Breaking down and extracting all of the information into useful timelines and analyses

3:30 - 4:30 PM:

Field Investigative Techniques • Jen Vitry, Kevin McClain

Tips for reviewing the crime scene, understanding lab reports, locating witnesses



LOUISIANA PUBLIC DEFENDER BOARD

July 20, 2010

8:30 - 9:30 AM:

Victimology • Michelle Wydra, Kevin McClain

Assessing victim information in non-capital cases, including background checks, timelines and other useful information.

9:30 - 9:45 AM:

Break

9:45 - 10:30 AM:

Communication Within Teams • Aaron Walker, Cormac Boyle

Strategies for working with the case attorneys, communicating investigation needs, and getting your attorney to know what you know

10:30 - 12:15 PM:

Confidential Case Reviews • Jen Vitry, Aaron Walker, Cormac Boyle, Kevin McClain

Brainstorming difficult cases currently being worked

This training is free for any investigator employed by or contracting with a District Defender Office.

CLE credit has been applied for; approval is pending.

Workshop Registration:

To register, fill out attached Registration form and return by:

- Fax to 225-219-3519
- Email to jkilborn@lpdb.la.gov

Hotel Reservations:

To make hotel reservations, contact:

Paragon Casino & Resort
(800) 642-7777
(318) 240-6601

The Paragon Casino Resort is offering a discounted room rate of \$70.00 / night + tax. The block of rooms is guaranteed only until June 27, 2010. When making reservations, request the *LA Public Defender Board* rate.

INVESTIGATOR WORKSHOP REGISTRATION FORM

TRAINING SCHEDULE:

MONDAY, JULY 19, 2010 • 8:30AM – 4:30PM

TUESDAY, JULY 20, 2010 • 8:30AM - 12:15PM

NAME:

ADDRESS:

CITY/STATE/ZIP:

TEL & FAX NOS.:

EMAIL:

DISTRICT(S) IN WHICH YOU PROVIDE INVESTIGATOR SERVICES: _____

ARE YOU LICENSED BY THE LOUISIANA STATE BOARD OF PRIVATE INVESTIGATOR
EXAMINERS: ☐ Yes ☐ No

Send completed registration forms to: 225.219.3519 (fax, no cover sheet required) or jkilborn@lpdb.la.gov



LOUISIANA PUBLIC DEFENDER BOARD

LPDB Internship Program 2010

The LPDB has created a summer internship program for law school students. The LPDB Training Division will supervise the program with assistance from the Juvenile Division. The 2010 program begins on Tuesday, June 1, 2010 and ends on Monday, August 2, 2010. Through this program, eight law students (two from each of the four Louisiana law schools) will be placed in specific public defender or program offices for a nine-week internship. Each intern will be assigned to a supervisor in the host office who will maintain responsibility for the intern(s) through the duration of the program.

The interns for the program will be selected by competitive process. The LPDB Internship Program provides law students in Louisiana with the opportunity to explore a public-interest career with the public defender system. The program provides structure to ensure that each intern receives trial exposure, client contact, research opportunities while witnessing the many component parts of Louisiana's criminal justice system.

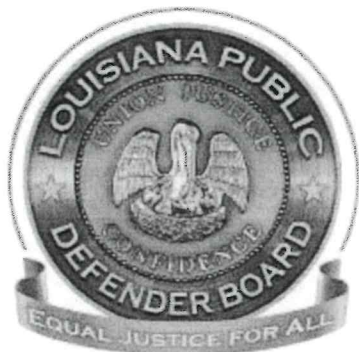
The program will begin with a day-long orientation at the LPDB office. The interns and each of the district/program office intern supervisors are required to attend the orientation. The purpose of orientation is to create a forum for introductions of all interns; review program expectations for the interning students, supervising attorneys, and LPDB staff; establish a foundation of client-centered representation for the interns before they begin work in the field offices; structure a system for communication among the interns, supervisors, and LPDB staff throughout the internship; and complete all necessary Human Resources paperwork.

Each intern will be required to work a total of 225 hours during the nine-week program. The work schedule for each intern may vary depending on their summer school or other schedules. Interns will work with their immediate supervisor to create a mutually beneficial work schedule. The interns will submit bi-weekly timesheets to LPDB and payment for their hours will be based on the timesheets. The total stipend for the nine-week Intern Program 2010 is \$2,250 for each intern.

The intern students will be placed in the district or program offices based on their geographical preference and area of interest (e.g., adult court, juvenile court, etc.). Interns assigned to the district or program offices will shadow a line defender throughout the summer, assisting in client interviews, motions practice, courtroom work, and other activities of the public defender. Interns assigned to the LPDB office will be involved in policy research, district office site visits, legislative activities, and other matters of the LPDB office.

The LPDB staff will maintain contact with each intern throughout the nine-week program via regular telephone calls and emails. LPDB staff will also maintain contact with the intern supervisors from the district/program offices to provide support throughout the program's duration.

The program will finish with a half-day debriefing session at the LPDB office. The debriefing session will be held on August 2, 2010 and will be required for all interns. The purpose of the debriefing session is to review each intern's experience for program improvement and to bring the Intern Program 2010 to completion.



LOUISIANA PUBLIC DEFENDER BOARD

DEFENDER TRAINING INSTITUTE REGISTRATION FORM

Date: _____

Registering for (check one):

- ☐ Defender Training Institute 2010 (September 12-18, 2010)
 - Registration for DTI 2010 will be open May 1, 2010 until September 10, 2010
- ☐ Defender Training Institute Introductory Workshop 2011 (April 7-9, 2011)
 - Registration for DTI Intro Workshop 2011 will be open October 1, 2010 until April 5, 2011
 - Note:** Attorneys attending DTI Intro Workshop will also be required to attend DTI in September 2011

Name: _____

Address: _____

Phone(s): Office: _____ Cell: _____

Email: _____

District Where You Will Be Providing Public Defender Services: _____

Date of Hire: _____ Supervisor: _____

States Where Admitted to Practice: _____

How Long Have You Been Practicing Law: _____

In What Areas Have You Previously Practiced (commercial, real estate, criminal defense, etc.)? _____

Please submit:

By fax (no cover sheet required):

ATTN: Training Division
Louisiana Public Defender Board
Fax: (225) 219-3519

or by email:

Julie Kilborn
jkilborn@lpdb.la.gov

DEFENDER TRAINING INSTITUTE

ADDITIONAL INFORMATION

Location: The Defender Training Institute 2010 (September 12-18, 2010) will be held at:

Holiday Inn South
9940 Airline Hwy. (Airline Hwy. at I-12)
Baton Rouge, LA 70816
(225) 924-7021

Information about the location for the Defender Training Institute Introductory Workshop 2011 (April 7-9, 2011) will be available soon.

Lodging: Lodging reservations for each participant will be made by the LPDB Training Division. Participants will be paired in double rooms with another participant. The lodging cost for each participant is \$335.61. Participants should make arrangements with their District Defender to cover this cost prior to check-in on September 12, 2010.

Meals: All meals, including breakfast, lunch, and dinner, will be provided at the host hotel. There will be no charge to participants for meals.

Attendance Policy: Participants are expected to attend all sessions of the Institute, including the dinner and opening session Sunday evening, all sessions during the week, and the final sessions and graduation on Saturday morning.

The schedule is packed with a lot of training activity. Participants are given break time each afternoon for exercise or power naps. Participants are encouraged to mind their emotional and physical self care needs.

Preparations: Prior to arrival at the Defender Training Institute, each participant will be contacted by the LPDB Training Division to discuss details. Any participant who has not been contacted by the Training Division at least one week prior to the beginning of the Institute should call Kim Gueho, LPDB Training Coordinator, at 225-219-9305.

Any participant who moves or changes phone numbers or emails between registering and arrival should contact the LPDB Training Division and provide the new contact information.

What to Wear: Clothing for the Institute is casual and comfortable. Absolutely no suits or court attire is expected or allowed. Participants should feel to wear shorts and t-shirts, but are encouraged to bring a light jacket since indoor air conditioning is unpredictable.

For Additional Information, contact: Julie Kilborn
(225) 219-9305
jkilborn@lpdb.la.gov